

# Summer Camp Staff

## Job Description



**Summer 2023 Positions:** Lead Counselor & Counselor

**Location:** [Buhl Park](#), Hermitage PA

**Application Deadline:** Open, until positions are filled

### **Position Overview:**

In partnership with the City of Hermitage, Buhl Park provides a six-week, outdoor day camp [program](#) for children entering Kindergarten to grade 6. Lead Counselors and Counselors conduct a variety of activities, games, hikes, crafts, experiments, etc. with the goal of creating fun experiences for campers that motivate them to make friends and be active outdoors. Individuals must be engaging, patient, creative and enjoy working with children in an outdoor setting.

**Dates:** The program runs June 12 - Aug 4 with mandatory paid training June 6-8

These are preferred start and end dates. Some flexibility may be extended to accommodate the availability of selected candidates. July 31 - Aug 4 is a program called [Camp Courage](#), which is for children dealing with the loss of a loved one. Counselors working this week will provide regular camp activities as normal and additional therapeutic staff will be brought on for this week to address special needs.

### **Qualifications:**

- Minimum age of 17
- College student or recent graduate, preferably in education, nursing, recreation or related field.
- Experience working with children ages 5 -12 in a formal classroom setting or informal setting including day camps, youth programs, sports, etc.
- Background or strong interest in sports, crafts, outdoor recreation, elementary education, etc.
- Ability to obtain state and federal background checks and First Aid/CPR training.
- Ability to handle outdoor and physical activities, stand and walk for long periods of time and lift weight in excess of 20 pounds.

### **Performance Responsibilities:**

**Lead Counselor:** responsible for several small groups, located in one shelter

- Serve as a main point of contact with parents and Director(s).
- Manage several Assistant Counselors in assigned shelter group and provide support as needed.

**Counselor:** assigned to a small group of children

- Supervise up to 14 day campers including maintaining a safe and positive learning environment.

Both positions are required to:

- Implement an age-appropriate day camp program for children ages 5 -12, including preparing materials, leading activities, addressing behaviors, etc.
- Maintain supplies needed for day camp programs.
- Maintain cleanliness of shelters and equipment used by campers.
- Ability to work well with volunteers, staff and interns, as well as guests presenting programs.
- Monitor children at all times to stay aware of their needs and to maintain all aspects of their safety (physical, mental, social, emotional).
- Know and review all emergency and COVID-19 policies and procedures.
- Remain calm and objective when under pressure or when challenged by others.

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**Terms of Employment:** Seasonal position/part-time, starting pay is \$10 an hour  
The work schedule for this position is Monday – Friday, 8:30 AM – 3:30 PM, with occasional rain days (cancellations).

**Reports to:**

Director of Environmental Education (Buhl Park), Katie Nowland (katie@buhlpark.org) and  
Director of Recreation (City of Hermitage) Jessica Gotch (jgotch@hermitage.net)

**Application Process:**

To apply, complete the online [application](#) and submit your resume.

These positions include direct supervision of children. Once hired, the following clearances are required to be employed as a Counselor:

- Pennsylvania Child Abuse History Clearance
- Pennsylvania State Police Criminal History Clearance
- Federal Bureau of Investigations (FBI) Criminal History Clearance

Instructions for obtaining clearances as an employee can be found at:

<http://keepkidssafe.pa.gov/resources/clearances/index.htm>

Selected candidate(s) will be required to complete the following trainings as part of their employment:

- Mandated Child Abuse Reporter Training ([self-led](#))
- Child and Adult First Aid and CPR (valid for 2 years, offered during orientation)

